



MRP Raw Material Traceability Audit Checklist 2026

Pre-Audit Preparation & Documentation

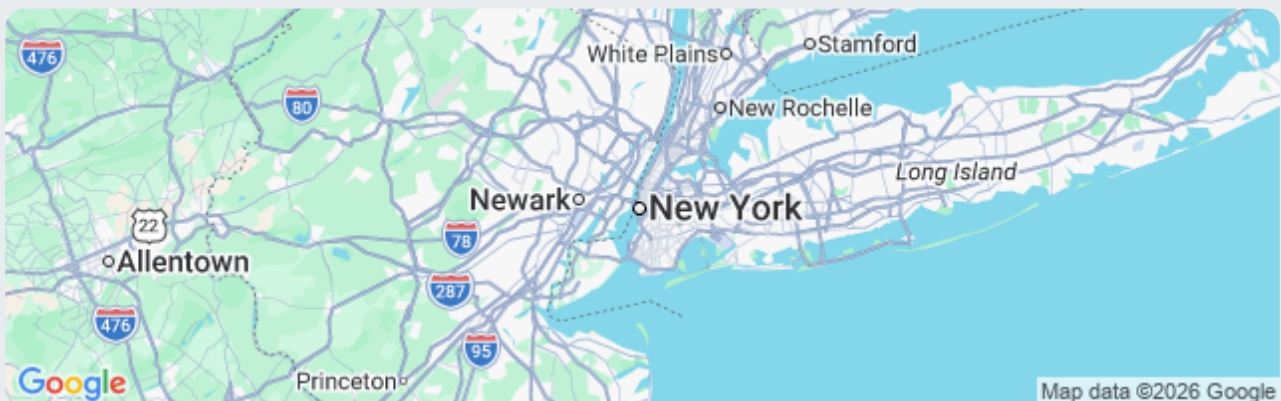
Verification of all required standard operating procedures (SOPs), master data records, and previous audit findings to establish the audit scope.

Audit Scheduled Date

Auditor Name

Audit Site/Warehouse Facility

 [Set My Current Location](#)



Pre-Audit Documents Verified

- ☐ Standard Operating Procedures (SOPs)
- ☐ Previous Audit Reports
- ☐ Supplier Master List
- ☐ Material Safety Data Sheets (MSDS)
- ☐ Current Inventory Master Data

Upload Audit Scope Definition

 Upload File

Audit Objectives and Scope Notes

Write something...

Auditor Acknowledgment

Supplier Identification & Documentation Verification

Ensuring all incoming raw materials are accompanied by accurate Certificates of Analysis (CoA), Certificates of Conformance (CoC), and accurate supplier lot numbers.

Date of Document Review

Enter date...

Supplier Compliance Status

- ☐ Certified
- ☐ Under Review
- ☐ Non-Compliant

Verified Documents Present

- ☐ Certificate of Analysis (CoA)
- ☐ Certificate of Conformance (CoC)
- ☐ Packing Slip
- ☐ Material Safety Data Sheet (MSDS)
- ☐ Purchase Order (PO) Copy

Supplier Lot/Batch Number

Write something...

Upload Scanned Supplier Certificate

 Upload File

Discrepancies Found in Supplier Documentation

Write something...

Auditor Verification Signature

Receiving & Inbound Inspection Protocol

Audit of the inbound receiving process, focusing on timestamp accuracy, physical labeling, and the immediate entry of lot details into the MRP system.

Inspection Date

Purchase Order (PO) Number

Supplier Lot/Batch Number

Arrival Condition Status

- ☐ Passed Inspection
- ☐ Held in Quarantine
- ☐ Rejected

Quantity Received

Enter a number...

Inspection Findings & Discrepancies

Write something...

Upload Certificate of Analysis (CoA)

 Upload File

Inspector Signature



Lot and Batch Identification Accuracy

Verification of physical labels against the digital MRP records to ensure no mismatch between material identity and batch/lot identifiers.

Lot Verification Status

- ☐ Verified - Match Found
- ☐ Discrepancy Detected
- ☐ Incomplete Documentation

Detected Lot Number Mismatch Details

Write something...

Date of Physical Inspection

Enter date...

Photo Evidence of Physical Label

 Upload File

Observations on Label Legibility and Accuracy

Write something...

Auditor Verification Signature

Storage & Inventory Segregation Controls

Evaluation of quarantine procedures for non-conforming materials and the physical separation of different lots to prevent cross-contamination or misidentification.

Storage Area Condition

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Segregation Methods Observed

- ☐ Physical Barriers/Fencing
- ☐ Dedicated Quarantine Zone
- ☐ Color-Coded Labeling
- ☐ Digital System Locks/Status Holds
- ☐ Temperature-Controlled Isolation

Observed Segregation Issues

Write something...

Inspection Date

Enter date...

Auditor Verification

MRP System Traceability Mapping

Testing the 'Forward and Backward Traceability' capability by tracking a specific raw material lot from its arrival through to its consumption in a specific work order.

Traceability Test ID/Lot Number

Write something...

Traceability Test Date

Enter date...

Trace Direction

- ☐ Forward Trace (Supplier to Finished Good)
- ☐ Backward Trace (Finished Good to Supplier)

Traceability Path Verification Details

Write something...

Discrepancy Types Found

- ☐ Missing Link in Digital Record
- ☐ Inaccurate Batch Assignment
- ☐ Incomplete Timestamping
- ☐ None - Full Traceability Confirmed

System Traceability Report Screenshot

 Upload File

Auditor Verification Signature

Digital Record Integrity & Data Entry

Review of real-time data entry practices, ensuring that quantity adjustments, transfers, and consumption logs are recorded without delay.

Date of Data Entry Verification

Enter date...

Data Entry Operator Name

Write something...

Data Accuracy Status

- ☐ Fully Accurate
- ☐ Minor Discrepancies Found
- ☐ Critical Mismatch Detected

Number of Records Sampled

Enter a number...

Description of Identified Data Errors

Write something...

Common Error Types Observed

- ☐ Incorrect Lot Number
- ☐ Incorrect Quantity Entry
- ☐ Missing Expiry Date
- ☐ Incorrect Unit of Measure (UOM)
- ☐ Duplicate Entry

Upload Screenshot of MRP System Error Log

 Upload File

Auditor Verification Signature

Sub-Component & Packaging Traceability

Ensuring that secondary packaging and sub-components used in the material preparation are correctly linked to the parent lot in the MRP database.

Sub-component Batch Status

- ☐ Verified/Matched
- ☐ Discrepancy Found
- ☐ Missing Documentation

Parent Lot Number

Write something...

Sub-component Serial/Lot ID

Write something...

Packaging Expiry Date Verification

Enter date...

Traceability Verification Steps Completed

- ☐ Physical Label Check
- ☐ Digital Record Match
- ☐ Packaging Integrity Inspection
- ☐ Barcode Scan Validation

Supporting Evidence/Photos

 Upload File

Auditor Verification Signature

Discrepancy Management & Corrective Actions

Assessment of the workflow for handling traceability breaks, including error logging, root cause analysis, and the implementation of corrective and preventive actions (CAPA).

Discrepancy Severity Level

- ☐ Critical
- ☐ Major
- ☐ Minor

Discrepancy Description

Write something...

Root Cause Analysis

Write something...

Corrective Action Deadline

Enter date...

Evidence of Corrective Action

 Upload File

Quality Manager Approval

Post-Audit Compliance & Reporting

Final review of audit findings, completion of the 2026 compliance summary, and scheduling of follow-up verification tasks.

Audit Completion Date

Enter date...

Audit Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Major Non-Conformance
- ☐ Minor Non-Conformance

Summary of Audit Findings

Write something...

Final Audit Report PDF

 Upload File

Lead Auditor Signature

< Previous

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🔑 Finish

 Generate Sample Report